

VACANCY ANNOUNCEMENT
NAO-05-17

OPENING DATE
05-02-05

CLOSING DATE
05-20-05

POSITION
Budget Analyst

LOCATION AND DUTY STATION
Navajo Area Indian Health Service, Division of Financial Management
Window Rock, Arizona

GRADE/SALARY
GS-560-07; \$34,149 per annum
GS-560-09; \$41,772 per annum
GS-560-11; \$50,541 per annum

NUMBER OF VACANCIES
(1) One Vacancy (020233)

<u>APPOINTMENT</u>	<u>WORK SCHEDULE</u>	<u>AREA OF CONSIDERATION</u>	<u>SUPERVISORY</u>
<input checked="" type="checkbox"/> PERMANENT	<input checked="" type="checkbox"/> FULL TIME	<input checked="" type="checkbox"/> IHS WIDE	<input checked="" type="checkbox"/> NO

<u>PROMOTION POTENTIAL</u>	<u>HOUSING</u>	<u>TRAVEL/MOVING</u>
<input checked="" type="checkbox"/> YES, TO GRADE: <u>GS-11</u>	<input checked="" type="checkbox"/> PRIVATE HOUSING ONLY	<input checked="" type="checkbox"/> MAY BE PAID FOR ELIGIBLE EMPLOYEE

DUTIES: This position is located in the Navajo Area Indian Health Service, Division of Financial Management, Budget Office. Performs a full range of analysis and review of functions in the formulation, presentation, and execution of the entire operating budget within the Navajo Area, which consists of the Area Office, eight Service Units, the Gallup Regional Supply Service Center, as well as Tribal Contracts. Formulates the development of the Navajo Area Budget Requests for the upcoming fiscal year. Reviews spending plans and budget estimates submitted by Service Units and Program Offices for compliance with OMB, Departmental, IHS Policies and Procedures, as well as rules, regulations, and procedures prescribed by local level and higher echelon. Performs in-depth analysis of budget requests by employing cost accounting analysis based on fund availability. Monitors the use and rate of expenditures of budgeted funds through continuing dialogue with Service Unit and Program officials and their staffs, review of written documents, and the examination of accounting records. Devises and recommends the adoption of procedures to implement budgetary processes, policies, and regulations issued by higher echelon or agency headquarters. Prepares a variety of reports covering the status of funds, expenditures, and obligations, as required by the Area Office and/or Headquarters. Advises Service Units, program managers, and other interested parties on the status and availability of funds in different budget activities and accounts, which apply to their programs. Serves as liaison between Service Unit Directors, programs managers and their representatives, and finance/budget staff connected with the budget process. Reviews and analyzes field input for conformance with Area Policy, instructions, guidance. Prepare an analysis of worksheets of funds allocation made available to Service Units and Program Managers. Prepares and assembles the Navajo Area budget, reports and other narrative and statistical material used by management in support of formal presentation of the Indian Health Service budget to officials of OMB and the Congress. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

POSITIVE EDUCATION REQUIREMENT: NO LICENSURE REQUIRED: NO

BASIC REQUIREMENTS: Applicants must have 52 weeks of specialized experience equivalent to at least GS-05 to qualify for the GS-07 level; 52 weeks of specialized experience equivalent to at least GS-07 to qualify for the GS-09 level; and, 52 weeks of specialized experience equivalent to at least GS-09 to qualify for the GS-11 level

SPECIALIZED EXPERIENCE: Experience formulating and developing program budgets; analyzing and reviewing budget requests using cost accounting methods; maintenance of administrative controls over cost accounting, reporting, and analysis of the IHS automated CORE accounting system; and providing technical assistance to directors, program managers and their representatives.

TIME-IN-GRADE REQUIREMENTS: A Candidate applying under the provisions of the merit promotion plan must have completed at least 52 weeks of service at the GS-05 level to qualify for the GS-07 level; 52 weeks of service at the GS-07 level to qualify for the GS-09 level; or completed at least 52 weeks of service at the GS-09 level to qualify for the GS-11 level.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: For GS-07: One full year of graduate level education or superior academic achievement. For GS-09: Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related. For GS-11: 3 years of progressively higher level graduate education leading to a Ph.D., degree or Ph.D. or equivalent doctoral degree.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

CONDITION OF EMPLOYMENT: Immunization Requirement - all persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

REASONABLE ACCOMMODATIONS: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE Refer to Operating Manual Qualification Standards Handbook or the IHS Excepted Service Qualification Standards, Series GS-560, for complete information. Substitution of education for experience will be made in accordance with those standards. For more information, contact your servicing Personnel Office.

WHO MAY APPLY

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Federal Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan (ESEP). These candidates MUST indicate on their application for Federal employment whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service connected disability).

Veterans: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current (DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limit) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualification for the position and any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a special RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates retirement in lieu of RIF; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained by submitting official transcripts and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these applicants submit specific information related to any knowledge, skills, and abilities, which are being used as selective factors. Commissioned Corps applicants are also required to submit proof of Indian Preference and proof of possession of the appropriate license.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to this position. To receive full credit for your qualifications provide a narrative statement which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to perform the technical aspect of the job.
2. Ability to analyze data and draw appropriate conclusions.
3. Ability to develop and justify an organizational budget.
4. Knowledge of fiscal rules, regulations, and procedures.
5. Ability to meet and deal with a variety of individuals and groups.
6. Ability to use microcomputer and peripheral equipment.
7. Ability to communicate orally and/or in writing.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

NOTE: "Declaration for Federal Employment" (OF-306) must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of these two questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

HOW AND WHERE TO APPLY: All applicants must submit one of the following to the Navajo Area Indian Health Service, Division of Personnel Management, P. O. Box 9020, Window Rock, Arizona 86515-9020, by close of business on the closing date:

1. OF-612, Optional Application for Federal Employment;
2. SF-171, Application for Federal Employment;
3. *Resume; or
4. *Other written application format.

FOR MORE INFORMATION CONTACT: Angela Segay, Human Resources Specialist, (928) 871-1421

A copy of an official Bureau of Indian Affairs Indian Preference Certificate, Form 4432 (or equivalent form issued by a Tribe authorized by PL 93-638 Contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA Official, **must be submitted if the applicant claims Indian Preference**, or appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. **Navajo Area Indian Health service employees claiming Indian Preference need not submit the BIA form 4432 but must state that such documentation is contained in their Official Personnel Folder.**

***INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK

EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the position for which you are applying.
2. Full Name, Full Mailing Address, and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, and/or SF-15 if claiming 10 point preference. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employees.
7. Highest Federal civilian grade held (give series and dates held).
8. High School: Name, City, State (zip code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned); preferably attach transcripts.
10. Work experience (Paid and Non-Paid); Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE
APPLICATION OR RESUMES RECEIVED VIA FAX OR E-MAIL WILL NOT BE ACCEPTED.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian Preference, education, training, and/or experience.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than this, the IHS is an Equal Opportunity Employer.

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SELECTIVE SERVICE CERTIFICATION: If you are male born after 12-31-59, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

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EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

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HUMAN RESOURCES CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - **NAO-05-17**. **ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORM MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUEST FOR XEROX COPIES.** THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. **ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.**

SUPPLEMENTAL QUESTIONNAIRE

Budget Analyst, GS-560-7/9/11

1. ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB. The person in this position should be able to work with various automated IHS accounting applications to maintain and formulate budget updates, which are NAIHS formatted, on electronic spreadsheets from data retrieved from IHS umbrella accounting system (CORE). This includes a general knowledge of accounting procedures and applications in order to analyze budget reports. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. ABILITY TO ANALYZE DATA AND DRAW APPROPRIATE CONCLUSIONS. This includes the ability to compile, review, analyze and draw conclusions from data related to financial activities; the ability to establish and formulate projections such as predicting trends in collections and expenditures. What in background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. ABILITY TO DEVELOP AND JUSTIFY ORGANIZATIONAL BUDGET. The person in this position should have knowledge of the rules and procedures related to preparation of the annual budget. It also includes an ability to analyze prior years workloads, project future workloads, and project short term budget plans, collect and categorize statistics, establish costs and projected budget needs, and prepare budget justifications. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. KNOWLEDGE OF FISCAL RULES, REGULATIONS, AND PROCEDURES. The person in this position should have a knowledge of rules, regulations and procedures needed to prepare budgets, monitor expenditures to different budget categories, and analyze budgets, monitor expenditures to different budget categories, and analyze spending trends and reports. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

5. ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS AND GROUPS. The person in this position should have the ability to establish positive interpersonal relations by exercising tact, diplomacy, patience, and mature judgment with a variety of individuals within and outside the office, both in person and by telephone. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

6. ABILITY TO USE MICROCOMPUTER AND PERIPHERAL EQUIPMENT. The person in this position should have knowledge of microcomputer procedure, equipment and operating system in order to utilize word processing and electronic spreadsheets capabilities and to input and retrieving financial and budget data.

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

7. ABILITY TO COMMUNICATE ORALLY AND/OR IN WRITING. The person in this position should have the ability to convey and to write complex technical instructions on budget, accounting and audit procedures for use at Area and Service Unit levels.

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

C E R T I F I C A T I O N

I CERTIFY that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant

Date